Leave of Absence to Take Unclassified Acting Assignment

A leave of absence may be granted to an officer or employee holding a regular position in the classified service to enable the employee to take an appointive position in the state unclassified service (K.S.A. 75-2947 (c)). Leave of absence from the classified position and subsequent appointment to the unclassified position are entered on the same employment record. See K.A.R. 1-9-6 (e).

How To: Enter a Leave of Absence for a Classified employee to take an Unclassified Acting Assignment.

STEP 1:	Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**
Expected Results:	Job Data search page displays.

STEP 2:	Enter the **Employee ID** in EmplID field. Click [Search]
Expected Results:	Work Location page displays.

STEP 3:	Click ⊞ to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.

STEP 4:	Change the **Effective Date** to the date of the Leave of Absence.
Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 5:	Select **Data Change** from the drop down list in the Action field.
Expected Results:	Data Change displays in the Action field and the Reason field becomes blank.

STEP 6:	Select **Leave to Take Unclassified** from the drop down list next to the Reason field.
Expected Results:	Reason displays.

STEP 7:	Click ⊞ to add another new row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.

STEP 8:	Change the **Effective Date** to the date of the Leave of Absence.
Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 9:	Enter 1 in the Effective Sequence field and tab out.

Leave of Absence to Take Unclassified Acting Assignment

Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 10:	**Data Change** defaults in the Action field.
Expected Results:	Data Change displays in the Action field.

STEP 11:	Select **Unclassified Acting Assignment KSA 75-4315(a)** from the drop down list next to the Reason field.
Expected Results:	Reason displays.

STEP 12:	Enter the unclassified **Position Number**. Tab out. Verify defaulted position information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 13:	Click on **Job Information page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 14:	Click on **Payroll page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 15:	Click on **Salary Plan page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 16:	Click on **Compensation page**. Click [Default Pay Components] to blank out the Rate Code and Comp Rate fields. Enter NAHRLY as the Rate Code. Enter the **hourly rate** in the Comp Rate field. Click [Calculate Compensation] to update the Pay Rates (such as Biweekly and Annual).
Expected Results:	New pay rates display.

STEP 17:	Click on **Kansas Information page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 18:	Enter new **Annual Benefits Base Rate** on the Benefits Program Participation page

Leave of Absence to Take Unclassified Acting Assignment

Expected Results:	New rate displays.
STEP 19:	Click Save
Expected Results:	